

SANDY CITY POLICE DEPARTMENT
NEIGHBORHOOD WATCH
LEADERSHIP HANDBOOK



Chief of Police
Stephen M. Chapman

Annual Area Checklist

Each of the following tasks is required and/or encouraged to be completed by your Neighborhood Watch area. If you have any questions or problems fulfilling any of these requirements, please do not hesitate to contact your Quadrant Coordinator.

Communication is one of the keys to making Neighborhood Watch a success. Stay in touch with your Quadrant Leader throughout the year by contacting him/her at least once each quarter with an update on how your neighborhood is doing. If all is well in your neighborhood, just check in to say that all is well. If there are problems in your neighborhood or you have questions, your Quadrant Coordinator is a great resource to start looking for help or answers. (Encouraged)

- ☐ **Contact your Quadrant Coordinator sometime between January 1st and March 31st**
- ☐ **Contact your Quadrant Coordinator sometime between April 1st and June 30th**
- ☐ **Contact your Quadrant Coordinator sometime between July 1st and September 30th**
- ☐ **Contact your Quadrant Coordinator sometime between October 1st and December 31st**

Attending the Neighborhood Watch Quarterly Training meetings is vital to ensure that your area stays up-to-date and informed about the Neighborhood Watch program. Attendance at each of these meetings is, therefore, encouraged. If you, as the leader of your area, cannot attend, please ensure that one of your Block Leaders or any member of your group attends in your place. If for some reason, you or anyone else from your area will be able to attend, let your Quadrant Coordinator know. (Encouraged)

- ☐ **Attend the January Neighborhood Watch Quarterly Training Meeting**
- ☐ **Attend the April Neighborhood Watch Quarterly Training Meeting**
- ☐ **National Night Out Against Crime is held in lieu of the Summer Quarterly Training**
- ☐ **Attend the October Neighborhood Watch Quarterly Training Meeting**

Once again, communication is an important part of having a successful Neighborhood Watch. Use your phone tree at least once each quarter to get information out to your neighborhood watch participants or just to make sure that the phone tree is working without any bugs. This will not only ensure that the phone tree is working if it is needed in an emergency, but it will serve to remind participants that Neighborhood Watch is still alive and well in your neighborhood. (Encouraged)

- ☐ **Use or test your area phone tree sometime between January 1st and March 31st**
- ☐ **Use or test your area phone tree sometime between April 1st and June 30th**
- ☐ **Use or test your area phone tree sometime between July 1st and September 30th**
- ☐ **Use or test your area phone tree sometime between October 1st and December 31st**

Getting to know each other is another key to making Neighborhood Watch successful. Be sure to organize an activity each year, such as a block party or area meeting, so that participants can come together, get to know each other better, and discuss any neighborhood concerns that they may have. (Required)

- ☐ **Host 1 neighborhood activity, such as a block party or area meeting, or participate in National Night Out Against Crime each year.**

Each year, you will be asked to return a current leadership contact list and other information to ensure that your area's information is kept current. You will receive this annual Recertification at the beginning of the year. (Required)

- ☐ **Complete and return your annual Recertification**

Neighborhood Watch Membership Requirements

Neighborhood Watch is an exclusive organization with high standards. When a criminal sees a Neighborhood Watch sign in a neighborhood, he or she should be assured that the people living in that area have made a commitment to look out for each other and keep their community safe. The crook should know that they have banded together and taken steps to ensure that crime will not prosper in their neighborhood. The bad guy should know to move onto another neighborhood.

On the other hand, when criminals can move in and out of an area that is "protected" by a plethora of Neighborhood Watch signs, yet they never feel the eyes of watchful residents, or they never see a cop car called to the area by a vigilant neighbor, or they commit their crimes with little fear of being caught, then the integrity of the entire Neighborhood Watch program in Sandy is compromised. Criminals learn that those Neighborhood Watch signs mean nothing and so they ignore them. The next time these crooks decide to carry out their diabolical behavior, whether or not an area has a Neighborhood Watch sign will no longer be a concern.

In order to protect the integrity of the Neighborhood Watch program and to guarantee that would-be criminals continue to avoid neighborhoods with Neighborhood Watch signs - areas which they know are vigilant and non-tolerant of crime - several standards have been set in place to ensure that only active, working Neighborhood Watch groups retain their signs and all of the benefits that Neighborhood Watch provides.

To remain an active member of the Neighborhood Watch program in Sandy, your area is required to do the following each year:

1. Complete and return the Recertification paperwork.
2. Your area must host 1 neighborhood activity, such as an area meeting or block party, or participate in National Night Out Against Crime.

To have the most efficient Neighborhood Watch program in Sandy, your area is encouraged to do the following:

1. Make contact with your Quadrant Coordinator each quarter.
2. Make use of the Neighborhood Watch phone tree once within each quarter.
3. Send someone from your area to attend each of the quarterly training meetings hosted by the Police Department.

These requirements/encouragements are fairly simple to meet and can be kept track of easily by using the Annual Area Checklist at the front of this guidebook (page 2). By completing these simple tasks, your area will have, at a minimum, maintained communication with most participants in the area and kept the fundamental elements of the program in place.

Those areas that fail to comply with the required standards will not be allowed to continue in the Neighborhood Watch program, so make sure that your area completes these tasks each year. Contact your Quadrant Coordinator if you ever have any questions or problems in meeting any of these required standards.

Neighborhood Watch Quadrant Coordinators

In order to keep Neighborhood Watch effective and organized, guidelines have been established for the leadership roles and their accompanying responsibilities. These leadership roles include:

Quadrant Coordinator: Oversees Neighborhood Watch in a specific quadrant and coordinates with local Area Leaders and the police department.

Area Leader: Oversees Neighborhood Watch in a specific area and coordinates with local Block Leaders and the Quadrant Leader.

Block Leader: Oversees Neighborhood Watch on their block and coordinates with participants on their block and their Area Leader.

Your Quadrant Coordinator:

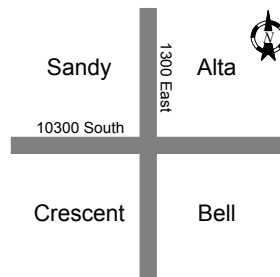
Your Quadrant Coordinator is your number one Neighborhood Watch resource. Your Quadrant Coordinator oversees the Neighborhood Watch program in your quadrant and meets with members of the police department regularly to ensure that the needs of your area are being met.

Your Quadrant Coordinator is a volunteer, just like yourself, and is now or has been an Area Leader of a Neighborhood Watch group in their area. They have had the same responsibilities and experienced the same joys and occasional frustrations that you have in running Neighborhood Watch in their neighborhood. Because of this experience, they are very understanding and have the knowledge to be a very competent resource and ally for your Neighborhood Watch area.

Communicate with them often and let them know what help you need. They can help you to make Neighborhood Watch a success in your area.

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Area Leader Responsibilities and Duties

In order to keep Neighborhood Watch effective and organized, guidelines have been established for the leadership roles and their accompanying responsibilities. These leadership roles include:

Quadrant Coordinator: Oversees Neighborhood Watch in a specific quadrant and coordinates with local Area Leaders and the police department.

Area Leader: Oversees Neighborhood Watch in a specific area and coordinates with local Block Leaders and the Quadrant Leader.

Block Leader: Oversees Neighborhood Watch on their block and coordinates with participants on their block and their Area Leader.

As an Area Leader, your responsibilities include:

- Divide your area into blocks and then recruit Block Leaders to take charge of those blocks. Ensure that they are given instructions and that they follow through with their duties.
- Create and keep up-to-date the Area Leadership Roster. Provide copies of the roster to your Block Leaders and your Quadrant Coordinator.
- Ensure that your area stays active by using the Annual Area Checklist (page 2). Make certain that your area fulfills each of the required and encouraged tasks each year. Be sure to:
 1. Make certain that your area has at least one neighborhood activity, or participates in National Night Out Against Crime during the year. Appoint an Activities Chairperson to assist with this task, if desired.
(Required)
 2. Complete and return the annual Recertification paperwork that will be sent to you at the beginning of each year. **(Required)**
 3. Stay in contact with your Quadrant Coordinator. Make contact at least once each quarter. **(Encouraged)**
 4. Make certain that your area is represented at each Neighborhood Watch Quarterly Training meeting. **(Encouraged)**
 5. Make certain that your phone tree is up and running. Use it or test it at least once in every quarter. **(Encouraged)**
- Help your Block Leaders to gather Family Data Sheet information and then use this information to create:
 1. Your area map
 2. Your area phone tree
- Help your Block Leaders to collect money for your Neighborhood Watch fund. Appoint a Treasurer, if desired.
- Order supplies for your area and coordinate the placement of Neighborhood Watch signs in your area.
- Be a resource to your Block Leaders and area participants. Pass on information from the Daily Update and Monthly Report. Work together to create an area newsletter and distribute it to everyone in your area. Communicate often and keep your area on track.
- If your area is large or these tasks are overwhelming, appoint an Area Assistant to help!

Block Leader Responsibilities and Duties

In order to keep Neighborhood Watch effective and organized, guidelines have been established for the leadership roles and their accompanying responsibilities. These leadership roles include:

Quadrant Coordinator: Oversees Neighborhood Watch in a specific quadrant and coordinates with local Area Leaders and the police department.

Area Leader: Oversees Neighborhood Watch in a specific area and coordinates with local Block Leaders and the Quadrant Leader.

Block Leader: Oversees Neighborhood Watch on their block and coordinates with participants on their block and their Area Leader.

As a Block Leader, your responsibilities include:

- Contact the homes on your block and introduce yourself. Solicit participation in your Neighborhood Watch program.
- Pass out and then collect the completed Family Data Sheet to each participant. In collaboration with your Area Leader, use this information to create:
 1. Your area map (and a block map, if so desired)
 2. Your area phone treeOnce created, keep this information up to date by collecting Family Data Sheets from new move-ins to your block and by periodically asking participants to update their profile.
- Keep participants on your block supplied with the latest copies of your area (or block) map and area phone tree. Pass on other information, such as copies of the Monthly Report, your area newsletter, or other pertinent information as you receive it.
- Assist your Area Leader in planning and hosting meetings, activities, and other Neighborhood Watch functions.
- Host block meetings as needed to pass on information and to discuss any neighborhood concerns.
- Assist your Area Leader in completing the tasks required and/or encouraged on the Annual Area Checklist to ensure that your Neighborhood Watch remains active.
- Assist your Area Leader in collecting money for your Neighborhood Watch fund.
- Be a resource to the Neighborhood Watch participants on your block. Encourage participants to contact you or to activate the phone tree when a crime occurs or anytime there is a neighborhood problem that needs to be addressed. Communicate with your Area Leader and those on your block often.
- If your block is large or these tasks are overwhelming, appoint a Block Assistant to help you out!

Keeping Your Neighborhood Watch Area Active

The two fundamental principles for keeping your Neighborhood Watch area active and keeping your membership interested are communication and cross-involvement.

Communication

Maintaining good communication is key to making your Neighborhood Watch a success in your area. That means maintaining good communication between you and your Block Leaders, as well as good communication between you and your Quadrant Coordinator. It also means making sure that your Block Leaders have good communication with the participants on their blocks. And it means that every member of your Neighborhood Watch area feels that they can approach and communicate with their Block Leader and with you, their Area Leader.

Nothing is more detrimental to a cause than ignorance, or the lack of communication. The old saying, "out of sight - out of mind" is very applicable to this point. When Neighborhood Watch participants in your area don't receive any communication regarding Neighborhood Watch, they will assume it is no longer functioning. This is just human nature. Even if you are diligently working at keeping Neighborhood Watch alive, if members in your area never hear what's going on or your group never has meetings or functions, those people will think that Neighborhood Watch is no longer working. If you never make use of your area phone tree, when an emergency situation arises, no one will think to use it. They will assume that it no longer works. The same is true regarding crime. If no one hears that crime is occurring in his or her neighborhood, no one will think that there is a problem and, nothing, therefore, will be done to correct it.

Make communication your number one priority. Utilize the Neighborhood Watch Monthly Report and Daily Update by passing this information on to your Block Leaders and making sure that they then pass it onto the participants on their blocks. Organize meetings and neighborhood activities. Make sure people know that Neighborhood Watch is alive and well in your neighborhood.

Cross-involvement

The second most important task in keeping your Neighborhood Watch active is to use it as a platform for accomplishing things other than crime prevention in your neighborhood. Use the organization that is already in place to organize and plan activities that will bring your neighborhood closer together in a way that is not influenced by common biases, religions, or other things that tend to keep neighbors apart.

Use your Neighborhood Watch organization to: Organize car-pooling to work and back, to organize a neighborhood yard sale with the proceeds going to a worthy cause, to organize neighborhood exercise groups, to do a neighborhood cleanup or other improvement project, to plan a holiday get-together, *to form a disaster preparedness group, to form card or game-playing groups, to start a book club or discussion group, to start a child care co-op, to organize a Halloween "Trunk-or-Treat", to start a McGruff House Program or anything else that promotes neighborhood involvement. Be creative. Once your group gets started, it will build momentum. The possibilities will be endless.

*See page 8-9

Neighborhood Watch and Emergency Preparedness (Optional)

*Shortly after September 11th, 2001, President Bush addressed the nation. At that time he encouraged Neighborhood Watch groups to incorporate emergency preparedness into their program. Since events such as September 11th, and Hurricane Katrina, Neighborhood Watch groups have shown great interest in emergency preparedness. Emergency Preparedness is optional to your Neighborhood Watch program, it is not required. If you are interested in incorporating Neighborhood Watch and Emergency Preparedness we encourage you to follow the 3 steps program.

3 Steps to Neighborhood Emergency Preparedness

The 3 steps plan is designed to complement and enhance – not to compete with – the emergency plans of various community, church, and federal agencies. Those Neighborhood Watch groups who adopt it will need to work closely with leaders of existing emergency plans to insure harmonious cooperation.

The 3 steps plan is a simple way to organize a neighborhood so that neighbors help each other to get prepared and be ready for any emergency. It is a way to build community and bring people together for a common cause.

What are the 3 steps?

Step 1: Organize your neighborhood into geographically connected groups. These groups should be all inclusive, excluding no one on the basis of race, political persuasion, or religious faith. Groups should consist of about 10-15 families. (It would be best to use the existing blocks that you have set up for Neighborhood Watch.)

While the Neighborhood Watch Area Leader could act in a dual role, we recommend that you find a separate person to be the Emergency Preparedness Area Coordinator. The Emergency Preparedness Area Coordinator should then recruit other Group Leaders within each block. Again, while the Neighborhood Watch Block Leaders could act in a dual role, we recommend that you find different people to be Emergency Preparedness Group Block Leaders.

Once the Emergency Preparedness Area Coordinator and Group Leaders are chosen, they should then establish an informal Command Center location from which to coordinate activities during an emergency. The Group Leader for each block should then designate an emergency meeting area within their block boundaries where families would assemble during a time of disaster to organize rescue and first aid efforts.

If desired, your Neighborhood Watch map could show the locations of the Emergency Preparedness Area Coordinator, Command Center location, Groups Leaders and Meeting Areas. Furthermore, your phone tree could include an out-of-state phone contact for each family – someone to call to leave or receive messages about the welfare of family members. During a time of emergency, long distance lines are often available when local lines are not.

NEIGHBORHOOD WATCH LEADERSHIP HANDBOOK

Step 2: Prioritize and acquire emergency supplies. Neighbors should help neighbors acquire the supplies they need. The Emergency Preparedness Area Coordinator and Groups Leaders should meet to prioritize preparation needs, find out what supplies are already available, and what supplies are needed for their geographic group in the event of an emergency. This should be done by carefully respecting each family's stewardship for self-reliance. Neighborhood Watch Funds* could be used for the purchase of emergency supplies.

*See page 10

Step 3: Get emergency response training. Sandy City Fire Department offers CERT (Community Emergency Response Team) training free of charge. This course consists of 24 hours broken into eight modules. Classes consist of a combination of lecture and hands-on experience and are taught by trained emergency personnel. The course agenda covers disaster preparedness, disaster psychology and team organization, disaster fire suppression, light search and rescue operations, disaster medical operations part 1 and 2, terrorism and CERT, and a course review and disaster simulation exercise. The Emergency Preparedness Area Coordinator, Groups Leaders and any other interested persons should attend this training. For upcoming dates call 801-568-2944 or check the web site: http://www.sandy-city.net/Fire_Department/cert.htm.

When neighborhood members have received CERT training, simulation drills could be conducted to give the neighborhood a chance to practice working together as a group.

Although it is hoped that you will never have a disaster in your neighborhood, there is peace through preparation for any eventuality. Please help your neighborhood to understand that the 3 Steps effort is not to cause fear, but rather to replace fear by working together carefully and systematically in order to prepare supplies and learn skills so that if emergencies come, there will be no need to fear.

For more information on the 3 steps to Neighborhood Emergency Preparedness see <http://www.3steps.org/>.

*The Sandy City Police Department Neighborhood Watch Program does not specialize in Emergency Preparedness. This handbook includes basic instructions on how to incorporate Emergency Preparedness into your Area Neighborhood Watch Program. If you have other structuring or incorporating ideas, please feel free to use them. We encourage you to do what works best for your neighborhood. For further assistance in Emergency Preparedness needs we would suggest that you contact the Sandy Fire Department CERT Coordinator (#568-2944), the Sandy City Emergency Preparedness and Citizen Corp Manager (#568-7100) or the American Red Cross (#261-7473).

Managing a Neighborhood Watch Fund

One key to keeping an active and healthy Neighborhood Watch is to create a Neighborhood Watch fund.

Nothing will douse your enthusiasm or that of your Neighborhood Watch leaders faster than having to pay for everything that your group does out of your own pocket. Conversely, if your neighborhood has the funds available to maintain a constant flow of information and to help sponsor neighborhood activities, the more likely members in your area will stay active and interested. The great thing is that Neighborhood Watch takes very little money to operate. But the rewards can be tremendous.

Suggestions for Maintaining your Neighborhood Watch Fund

If you have a large area or a participant that is particularly good with money that is willing to help out, appoint an area Treasurer to manage your area fund.

Setup a trust account or regular individual savings account at your local bank or credit union. Savings accounts are generally free of any bank fees and can have multiple people authorized to make withdrawals on the account.

Keep accurate records. This is your neighborhood fund and your neighbors' money. Take great responsibility and care when dealing with the financial matters of your Neighborhood Watch.

Ask each and every member to contribute to the fund. Contributions need not be very much. If everyone in an area with 20 homes contributed just \$5 per year, your group will have \$100 to work with, which should be sufficient to cover most copy and incidental costs.

Uses for your Neighborhood Watch Fund

Use the fund to help pay for meetings or block parties. Use it to purchase or copy invitations. While you may make assignments for food and refreshments, your fund may cover the incidental costs of paper plates or condiments.

Use the fund to purchase items that are beneficial to your group. Pay for the installation of Neighborhood Watch signs in your area. Purchase an engraver that can be checked out by participants to engrave their valuables with a number identifiable to them. Purchase crime prevention books or videotapes that can be checked out by Neighborhood Watch members.

If you have extra funds, be creative or set them aside for next year. Above all else, though, always remember to be responsible with your neighbors' money.

Holding Neighborhood Watch Meetings and Activities

Organizing Neighborhood Watch meetings and activities on a regular basis is an important part of maintaining an active and functioning Neighborhood Watch in your area.

Meetings and activities do not need to necessarily be dry and boring. Some of the most successful get-togethers are those in which Neighborhood Watch members can come together and get to know each other as part of a block party or neighborhood barbecue. Neighborhood Watch plans and sponsors the event and neighborhood issues are discussed for several minutes at the beginning, leaving the rest of the time to socializing and becoming more familiar with each other. Building and strengthening old-fashioned neighborhood values is at the core of what makes Neighborhood Watch work.

Some Meeting Basics

Advertise your meeting or party early. People are busier than ever and need ample notice to ensure that they can adjust their schedules, so give at least two weeks notice. Activate your area phone tree several days before your meeting to remind everyone.

Be prepared. Set an agenda on a timely topic. Take an informal survey about what is most important to the neighborhood and then look for available information on the topic. Check locally for speakers, videotapes, or other resources that will enhance everyone's learning.

Invite your Neighborhood Watch partners. Send an invitation to your Quadrant Coordinator and local Community Officer.

Don't forget the "youngens." Be sure to provide activities or agenda items that involve everyone, including teenagers and children. They are important members of your neighborhood and should learn early that they can get involved and have an important role in your Neighborhood Watch.

Keep your meetings short and to the point. Nothing can sour a good meeting faster than having it drag on for longer than it was planned.

Make Assignments

If your area is fairly large, you may find it advisable to appoint an Activities Chairperson to help organize meetings and neighborhood get-togethers. Your Activities Chairperson will then work with you and your Block Leaders to plan and coordinate your Neighborhood Watch activities. The key words there are plan and coordinate. Don't expect that you or your Activities Chairperson must do all the work. Make assignments to your leaders and members and then follow-up to make sure those assignments get done. Neighborhood Watch is a team effort; so make use of all of your players.

Resources Available From the Police Department

The Sandy City Police Department can provide your Neighborhood Watch area with several resources that are specifically tailored to Neighborhood Watch.

Neighborhood Watch Monthly Report

The Sandy City Police Department Crime Prevention Bureau publishes a monthly Neighborhood Watch bulletin entitled the Neighborhood Watch Monthly Report. Area Leaders will receive this report during the first part of each month. The Monthly Report provides timely training information, notices of meetings and other police resources available, and provides a statistical overview of crimes in Sandy during the past month. Many Area Leaders copy and distribute the Monthly Report to all of the members of their Neighborhood Watch area. In fact, this is highly recommended! Furthermore, if you are interested, free copies for your area are available for pick up at the Sandy City Police Department Information Desk at Sandy City Hall, 10000 S Centennial Parkway, 1st floor, east entrance.

Neighborhood Watch Daily Update

In order to solve a problem, it is necessary to know where the problem is occurring. The Neighborhood Watch Daily Update is a system, which allows Neighborhood Watch Areas and Block Leaders to obtain a daily listing of case reports taken by the police department. How does this benefit your area? By knowing what is going on in your area, you and your neighbors can take steps to prevent and solve many problems before they become too large. For example, you may receive word through the Daily Update that a rash of car break-ins occurred in a neighborhood nearby. By activating your area phone tree and disseminating this information, residents will not only be reminded to take valuables out of their cars and secure those cars, but they will also be alerted to look for suspicious characters that may be casing their neighborhood. By knowing what crimes have occurred and by taking collective steps as a Neighborhood Watch to prevent those crimes from occurring further, your Neighborhood Watch will be truly making an impact in your area.

To receive the Daily Update via email, simply email nvarela@sandy.utah.gov with reference to being added to the Daily Update email list.

Neighborhood Watch Quarterly Training Meetings

Each quarter, a quarterly training meeting is provided by the Sandy City Police Department for members of Neighborhood Watch. At each meeting, training information is provided about the Neighborhood Watch program, crime prevention information, and resources that are available to solve neighborhood problems and prevent crime. Attendance at each of these quarterly training meetings by at least one member of your Neighborhood Watch area is highly recommended and encouraged.

NEIGHBORHOOD WATCH LEADERSHIP HANDBOOK

Resource Order Form

Use this form to order many of the supplies that you will need for Neighborhood Watch in your area. Fill out the information at the top, indicate the quantity that you would like, include your check or money order, and return this form to the Sandy City Police Department, Crime Prevention Bureau, Attention Amy Bryant, 10000 S Centennial Parkway, Sandy, UT 84070.

Name: _____ Your check or money order should be made out to: Sandy City Police

Department.

Address: _____

Total Enclosed:
\$ _____

Telephone: _____

Item	Qty.	Cost
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Neighborhood Watch Sign	_____	\$16.00
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The Neighborhood Watch Sign is one of the core elements of the Neighborhood Watch program. **Cost is per sign and is for installation and lease of the sign only. Sandy City retains ownership of the sign and the sign will be removed should your Neighborhood Watch become inactive and disbanded.** Signs must be placed on existing, non-regulatory signs that are in your neighborhood. They may be installed on street signs, light posts, power and phone poles. They cannot be placed on stop, yield, school crossing, or other regulatory signs. Include a rough sketch or map with this order form of where you would like each Neighborhood Watch sign placed.

Neighborhood Watch Window Decals (4"x4")	_____	\$1.00
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Place these decals in windows around your home to show would-be burglars and trespassers that you are a member of Neighborhood Watch. Price is per decal.

I understand that the cost of my Neighborhood Watch Sign(s) is for the lease of the sign(s) only and that Sandy City retains the ownership. Should my Neighborhood Watch group become inactive and therefore disbanded, my sign(s) will be taken down.

Signature _____ Date _____

Neighborhood Watch Area Phone Tree

Your Neighborhood Watch Area Phone Tree is one of the most useful tools that is available to you as a member of Neighborhood Watch.

Setup your area Neighborhood Watch Phone Tree

Collect name and telephone number information from every member of Neighborhood Watch in your area. If your Block Leaders have collected Family Data Sheets from everyone on their block, you should already have this information.

Using the provided form or one that you have created, insert the names and phone numbers in the appropriate spaces. Keep members of each block organized under that block's leader. If your area has more blocks or members than will fit on one page, use additional pages or reorganize the chart as you see fit. However you create your phone tree, ensure that no one calls more than five people on the list. For blocks with more than five members, designate relay members that, once called, will then call the next five people on their block, and so forth.

Distribute a copy of your phone tree to every member of your Neighborhood Watch area.

Use your area Neighborhood Watch Phone Tree

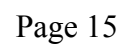
Now that you have established your phone tree, put it to use. Instruct members of Neighborhood Watch in your area to activate the phone tree after they have contacted police to report a crime that is occurring now or occurred earlier, a suspicious person or vehicle, or a problem/drug house. Additionally, if you are using the Neighborhood Watch Daily Update system, you should activate your phone tree to disseminate any information about crimes that have occurred in your area in the past week. Utilize the phone tree to keep members notified of any meetings, training information, or other Neighborhood Watch activities, as well.

By using your phone tree to share information about crime in your area, members will stay informed and will be alerted to the types of crime occurring and will be able to take steps to prevent any further incidents from happening. Additionally, by utilizing the phone tree often, you will be able to work out bugs and problems should its use be needed during an emergency. And members will continually be reminded that Neighborhood Watch is still functioning in your neighborhood and will be more willing to take an active role in watching out for each other.

Keep your area Neighborhood Watch Phone Tree up-to-date

As people move in and out of your neighborhood or as leaders change, be sure to continually update your phone tree. Distribute these updated copies to Neighborhood Watch participants often so everyone will have access to this resource.

If you have access to the Internet, consider starting a Neighborhood Watch "email tree." Email is a perfect medium for distributing non-emergency Neighborhood Watch information.



Neighborhood Watch Area Map

Your Neighborhood Watch Area Map will be one of the most useful resources that you will use. It will be used not only by participants in your area, but also by the police department, so it is vital that it is kept up-to-date.

Distribute a copy of your area map to every member of your Neighborhood Watch area.

Use your Neighborhood Watch Area Map

Your Neighborhood Watch Area Map will now be a valuable tool to every participant in your area. Not only will it serve as a quick contact list, it will also be helpful for participants to glance at when reporting a crime or incident that is occurring in their neighborhood. Everyone will know where everyone lives and be able to provide exact addresses to the emergency personnel that need to respond.

Keep your area map up-to-date

As people move in and out of the neighborhood, or as things change, be sure to continually update this map. Distribute updated copies to Neighborhood Watch participants often so they can be used when needed.

Be sure to keep your Quadrant Coordinator supplied with an updated copy of your area map. Your Quadrant Coordinator will make certain that the police department has your updated map. Police officers working in your area will then have access to Neighborhood Watch information on their patrol car data terminals and will be able to contact Neighborhood Watch members in your area in the event of an emergency or other applicable event.

Form Originals and Instructions

The following are form originals that you can utilize in keeping your Neighborhood Watch area organized.

Area Leadership Roster

Use this form to keep track of the leaders in your Neighborhood Watch area. As Area Leader, put your information at the top of the list, and then list any Block Leaders and their respective information next. If you have assigned others to leadership positions in your area, such as Area Assistant, Block Assistant, Treasurer, Activities Chairperson, etc. then list those persons next.

Keep this form up-to-date, as you will need to submit an updated copy each year as part of your Neighborhood Watch area's annual Recertification.

Family Data Sheet

Give copies of this form to your Block Leaders. Block Leaders should distribute this form to the Neighborhood Watch members on their block and ask that it be completed and returned to them swiftly. The information gathered by this form will help you and your Block Leaders to create your area phone tree, area map, and Block Profile Sheets.

If anyone feels hesitant to give certain information, let them know it is not required. People should only give the information they feel comfortable about.

NEIGHBORHOOD WATCH LEADERSHIP HANDBOOK

Area Leadership Roster

Keep this form up-to-date with your area leadership information. You will turn this form in with your annual area Recertification information.

Area Name _____ Date _____

Title	Name	Address + Zip Code	Telephone/Email

Titles include: Area Leader and Block Leader. In addition to these titles, some Neighborhood Watch groups choose to use assistants, such as Area Assistant and Block Assistant, as well as Treasurer, Activities Chairperson, etc.

NEIGHBORHOOD WATCH LEADERSHIP HANDBOOK

Family Data Sheet

This information will be invaluable in watching out for each other as well as during emergencies. This information will be shared only with those in your Neighborhood Watch group and will be used for no other reason. Fill out the form as completely as possible. If you are not comfortable giving certain information, feel free to leave that space blank. Return it to your Neighborhood Watch Block Leader.

Family Name			House Color and Style		
Address					
Names & Ages 1	2	3	4	5	6
Home Phone 1	2	3	Additional Occupant Names & Ages		
Work Phone 1	2	3			
Cell Phone 1	2	3			
Pager 1	2	3	Email Address		
Vehicle Make 1	Model 1	Year 1	Color 1	License Plate Number 1	
2	2	2	2	2	
3	3	3	3	3	
4	4	4	4	4	
5	5	5	5	5	
Work Schedules					
Special Medical Information					
Seniors, Invalids, or those that need special care					
Children's Babysitter or After-School Care Contact			Phone		
Pets (Dogs, Cats, and others that are mobile)					
Alarm System					
Alarm Company			Alarm Company Phone		
Emergency Contact Name 1			Emergency Contact Phone 1		
2			2		
3			3		